

<p align="center">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p align="center">POLICY AND PROCEDURES</p>		Policy Number	Applicability
		IO-SC-15	<input checked="checked" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Confidential	89B
Chapter 3	Sub Chapter	Related DOC Policies	Administrative Code Reference
INSTITUTIONAL OPERATIONS	SECURITY & CONTROL	N/A	875-110, 130, 140
Subject		ACA Standards	Responsibility
TOOL CONTROL		4-4196, 4-4421	Sheryl Dahm Diann Wilder-Tomlinson
		Effective Date	Authority
		June 2015	Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To establish an effective plan that ensures all tools, food service, medical equipment, and hazardous materials stored and used within the Iowa Department of Corrections (IDOC) institutions are controlled in a safe and secure manner.

II. POLICY

It is the policy of the IDOC to maintain in a safe correctional environment all tools, knives, food service implements, needles, syringes, and hazardous materials necessary for institutional operations, and to ensure that these items are used only for their intended purposes. This shall be accomplished by educating staff, contractors and offenders in the proper handling of these materials. **(4-4196)**

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- M. Iowa State Industry Operations or Private Sector Employment

III. DEFINITIONS – See IDOC Policy **AD-GA-16** for Definitions.

IV. PROCEDURES



[REDACTED]

A. Categories of Tools

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Storage

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Guidelines for Class A or AA Tools:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5. Guidelines for Class B Tools:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

C. Procurement and Receipt of Tools

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

D. Tool Inventory and Control

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

E. Tool Marking

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

F. Tool Exchange

[REDACTED]

[REDACTED]

[REDACTED]

G. Lost Tools

[REDACTED]

[REDACTED]

[REDACTED]

H. Powder-actuated Tools and Ammunition

[REDACTED]

[REDACTED]

[REDACTED]

I. Acetylene Cutting Torches

[REDACTED]

[REDACTED]

[REDACTED]

J. Contractors' and Other Non-Institutional Tools

1. All contractors working inside the institution shall receive written instructions outlining their responsibilities regarding tool and contraband control.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

K. Food Service Tools

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

L. Medical Tool Control Issues **(4-4421)**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

M. Iowa Prison Industry Operations or Private Sector Employment

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]